



***D.A.G. International Convention 2005***

***Booth Exhibit Information, Policies and Registration Form***

***Set up August 4<sup>th</sup>: 6pm – 11pm***

***August 5<sup>th</sup>: 9am – 5pm***

***August 6<sup>th</sup>: 9am – 4pm***

***Tear down August 6<sup>th</sup>: 4pm – 6pm***



## *Show Information and Policies*

The Sales Room will be located in the Grand Ballroom of the Wyndham Hotel Northwest Chicago in Itasca, Illinois. Parking is free.

**BOOTHS:** Booths are sold with one, two, three or four tables. Tables are 8'x30" and will be draped with white cloths that reach almost to the floor. You may bring your own cloths or skirts for added decoration, but all such display materials must be flameproof.

Booths will be sold on a first-come, first-served basis (only by payment and return of signed Contract). No moving of tables unless previously authorized. Floor displays have to be limited to a minimum and should be placed under the tables to avoid accidents. No extra display tables may be brought in. The sales room will be filled to capacity, so please do not bring racks or stands that do not fit on top of your tables or inside your booth. Displays cannot block or infringe on surrounding dealers' booth spaces or visibility.

**RENT:** Table fees are \$250 for one table, \$375 for two tables, \$475 for three tables (\$525 if closed end of U faces the isle), and \$550 for four tables (\$600 if closed end of U faces the isle). When two dealers share a booth or an assistant sells her/his own merchandise, there is an additional charge of \$25 per booth. No more than two dealers may share a booth. If you would like electricity in your booth the charge is \$35 for a 5 amp power strip. If you need larger outlets or additional amps please inquire.

**SET-UP HOURS:** Dealers may start setting up their booths on Thursday, August 4, from 6:00 PM to 11:00 PM. Dealers will be permitted to enter the Sales Room on Friday at 7:00 AM and on Saturday at 8:00 AM. For the sake of security, no exceptions will be made. Booth breakdown is Saturday, August 5 from 4:00 PM to 6:00 PM. Please be packed and out of the sales room by 6:00, as another function is scheduled for the room immediately afterwards. Only badged Dealers and Assistants are permitted in the sales room at these times. Booths may not be packed up or dismantled prior to the end of the show.

**SHOW HOURS:** The sales room is open to delegates only on Friday, August 5, from 9:00 AM to 12:00 Noon, then will open to everyone (Convention participants and public) starting at Noon. On Saturday, August 6, the sales room will be open to everyone from 9:00 AM to 4:00 PM.

**ASSISTANTS:** Each dealer with a one- or two-table booth may have one assistant. For booths with three or more tables two assistants are allowed. Assistant (s) name (s) to be given when Sales Contract is signed. If two dealers share a booth, the second dealer will be counted as an assistant.

**BADGES:** Only one badge will be provided per person. Please wear your badge at all times during the show. Only dealers and assistants wearing a show badge will be admitted before the sales room hours.

**INSURANCE:** Each dealer is personally responsible for the complete insurance coverage of her/his own merchandise against loss, damage or injury as well as general liability during the entire period of the show. Neither the Doll Artisan Guild nor the Wyndham Hotel assumes responsibility for any losses, damages or injuries. However, all possible precautions will be taken to protect dealers' merchandise.

**SHIPPING AND STORAGE OF SHOW MATERIALS:** The Wyndham Hotel does not charge a handling fee for shipments under 200 pounds. For shipments 200-400 pounds the fee is \$50.00.

A 25% service charge will be added to the shipping cost of any boxes you arrange for the Hotel to ship out for you after the show. The Hotel assumes no liability for the shipment of these outgoing materials.

Shipments should arrive at the hotel no earlier than August 1. Address all boxes to yourself at:

C/O Wyndham Hotel NW Chicago  
400 Park Blvd.  
Itasca, IL 60143

**SALES TAX:** Illinois sales tax is 7%. The appropriate tax forms will be provided to you upon set-up.

**UNLOADING:** You may unload at the main hotel entrance. Bellhops will be available if you need assistance. The Grand Ballroom is to the left after you enter the hotel lobby.

**SECURITY:** There will be security overnight Thursday, August 4, and Friday, August 5.

**REMINDER:** There is **NO SMOKING** in the sales room.

**HOTEL ACCOMMODATIONS:** The Wyndham Hotel offers a special Convention room rate of \$104.00 (plus tax), single or double. Make reservations with Wyndham by contacting the hotel directly by phone: (630) 773-4000 or fax: (630) 773-4088, attention: reservations. Identify yourself as a member of the Doll Artisan Guild or Group Code 080250255 to receive the special rate.

**HOW TO GET THERE:** The hotel is only 20 minutes from O'Hare International Airport. Airport shuttle service to and from O'Hare is available through My Chauffeur Limousine Service currently at a one-way rate of \$18.70 (\$7.70 each additional person), plus gratuity. For additional information and advance reservations call My Chauffeur at (847) 376-6100.

All major car rental companies have counters at or near O'Hare and Midway airports. From O'Hare take I-90 W. to Rt. 53 S. Exit #5 on Thorndale Ave and turn left. Turn left onto Park Blvd. Hotel entrance is on the right. From Midway take I-55 S. to I-294 NW, I-290 W. Exit #5 on Thorndale Ave. and turn right. Turn left onto Park Blvd.

The Chicago area offers a wide variety of recreational activities, shopping, dining and entertainment options, all within easy reach. Direct rail to downtown Chicago is only two minutes away.

**CANCELLATIONS:** Management will offer canceled space to the next dealer on the waiting list. If the space is resold, a refund will be made, minus a \$100 cancellation fee. No refund will be made if the space is unsold at the time of the show.

**SIGN UP FORM ON NEXT PAGE**

**Exhibitor Contract**  
**Doll Artisan Guild International Convention 2005**

Please fill out completely and return the signed Contract with your check or credit card number for the full amount of booth rent. ***Make check for booth rent payable to Doll Artisan Guild*** and mail to: Lorna Yates, 1104 Shiloh Blvd., Zion, IL 60099.

BUSINESS NAME: \_\_\_\_\_

DEALER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV: \_\_\_\_\_

ZIP/POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ASSISTANT'S NAME: \_\_\_\_\_

Description of merchandise to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ 1 Table @ \$250
- \_\_\_\_\_ 2 Tables @ \$375
- \_\_\_\_\_ 3 Tables @ \$475
- \_\_\_\_\_ 3 Tables @ \$525 with closed end of U facing outward
- \_\_\_\_\_ 4 Tables @ \$550
- \_\_\_\_\_ 4 Tables @ \$600 with closed end of U facing outward
- \_\_\_\_\_ Add \$25 if sharing booth with another dealer
- \_\_\_\_\_ If electricity is needed add \$35 for 5 amp Power Strip

\$ \_\_\_\_\_ Total Amount Enclosed for Booth

VISA, MasterCard, Disc., Amex # \_\_\_\_\_ Exp. Date \_\_\_\_\_

NOTE: The booths are sold on a first come, first served basis. Please sign and return completed Contract and payment.

**Hold Harmless Agreement**

I, the "Exhibitor", which includes all parties working with me, including employees, assistants and co-dealers, agree to indemnify and hold the Doll Artisan Guild and the Wyndham Hotel NW Chicago and their respective officers, employees, sponsors and volunteers harmless and blameless from and against any and all claims of liability, fees, expenses, costs, losses, damages, suits or injury of any kind or nature, or threat of the same, incurred by the Exhibitor or any third party on the premises of the Hotel during any function of the Doll Artisan Guild's International Convention 2005 provided it is not the sole and direct result of the gross negligence of a Hotel employee. I agree to indemnify and fully pay and reimburse the Hotel any and all costs of replacement of damaged Hotel property and for the restoration and repair of the premises, property, equipment and facilities which are in any way damaged by Exhibitor.

The attached Show Information and Policies and Code of Ethics are also considered part of this sales contract, and by your signature you are agreeing to abide by these policy guidelines.

AGREED TO AND ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_